



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF SOCIAL SERVICES SOCIAL SERVICES INVESTIGATOR (FRAUD AND RESOURCES)

ANNUAL \$53,194
SALARY: \$66,423

SALARY
GROUP: SH 20

APPLICATION CLOSING
DATE: JUNE 12, 2014

EXAM
NO: 140840APFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Social Services, Investigations Division, this class is accountable for independently performing a full range of tasks in investigations relevant to fraud and recovery of public assistance.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF SOCIAL SERVICES** WHO BY **JUNE 12, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF SOCIAL SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Five years of experience in fraud investigations related to public assistance programs or real and personal assets.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's Degree. (2) For State Employees, one year as a Connecticut Career Trainee with the target class of Social Services Investigator (Fraud and Resources) may substitute for the General Experience. (3) For State Employees, one year as a Social Services Investigator (Child Support) substitutes for the General Experience. (4) For State Employees, two years as an Eligibility Service Worker may substitute for the General Experience.

SPECIAL REQUIREMENTS: (1) Travel to DSS sub-offices, state courts and administrative state agencies may be required. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of public assistance programs; knowledge of investigatory methods and techniques; knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; knowledge of property ownership and personal finances practices; knowledge of court procedures and related legal instruments; skill in conducting investigations; interpersonal skills; oral and written communication skills; ability to gather and analyze financial data; ability to interpret financial and legal documents for cases supporting fraud; ability to summarize and articulate findings; ability to prepare reports; ability to perform arithmetical computations; ability to utilize computer software and systems.

THE EXAMINATION WILL BE COMPOSED OF:

PART

WEIGHT

EXPERIENCE AND TRAINING

100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) **Completed Application Form (CT-HR-12)**
(2) **Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Social Services Investigator (Fraud and Resources) includes a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Social Services Investigator (Fraud and Resources) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting investigations. Describe your experience conducting investigations (gathering, analyzing and evaluating information). Be specific about the types of investigations you conducted, the specific role you played in the investigations, the reason for the investigations and the outcomes. Detail any experience you have in the investigation of Resources/Client Fraud/Child Care Assistance Program fraud. Also describe any experience you have in conducting property appraisals and comparable property sales searches to determine fair market value of real property. (2) Eligibility Requirements Experience. Describe your experience making eligibility determinations for public assistance programs. Describe the programs you worked with, steps taken and types of decisions made; also include information on the financial obligations related to these programs. (3) Written/oral communication skills. Please describe the nature and purpose of any correspondence, reports, narratives or publications that you have had responsibility for preparing and for whom they were prepared. Describe investigation reports you have written. Also, describe any public speaking experience you have had (i.e., giving talks or lectures to groups, and/or professional presentations at work), the purpose of your contact and the audience(s) addressed. Include any experience you have in testifying at hearings or before committees. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by June 12, 2014. (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910). If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by July 31, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Social Services.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7029

May 27, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.